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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 5 February 1953

FROM : Chief, Plans and Policy Staff

25 YEAR RE-REVIEW

SUBJECT: Weekly Activities Report -- Period - 30 Jan - 5 Feb 53

1. Project 52-17, Near East Language and Area Program. On 3 February, a meeting was held for the purpose of briefing the CIA participants in the FSI Near East Language and Area Program. All CIA participants presented written and oral questions which were answered by the various officers of the Agency. A memorandum summarizing this meeting has been forwarded to the front office. It was clear from the meeting that the psychological value to the six participants was great. The Project Officer arranged for a session between the trainees and [] Chief, NEA Division.

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Project 52-18, Training for New Personnel. Proposed CIA Regulation on Training for New Professional Personnel coordinated with Messrs. [] of Commo who want category exemptions for some of their personnel, as radio operators, whom they regard as technicians rather than professionals. They will submit a written statement of their position for the review of the D/TR. Otherwise they approve of the regulation. The regulation is now in process of revision, following review and comment of the D/TR and DD/TR(G). This will be accomplished this date.

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Project 52-19, Revision of CIA Regulation [] The draft regulation on Training of CIA Personnel at Non-CIA Facilities has been revised in line with the comments made at the TLO meeting. It has then been coordinated with Messrs. [] and is now being prepared in final form for the review and approval of the D/TR and DD/TR(G).

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Project 52-37, Collection and Source Exploitation Manual. Four chapters have now been completed and revised as a result of review by the Chief, S/PP, and are currently in legible type script. Three chapters have been forwarded to the DD/TR(G) for review and comment.

Project 52-36, Language Reference Materials. As a result of a meeting on 3 February called by the AD/IC, OTR is in the process of preparing revised terms of reference for a survey of requirements for lexicographical materials according to language groups and functional fields and categories within each group. When approved, the OTR paper will be forwarded to the AD/IC for coordination throughout the DD/I and DD/P complexes in order to establish priorities and requirements for the development of materials which are lacking.

6. Project 52-68, Active-Duty Mobilization Training of G-2 Designees with CIA. Awaiting results of conference between G-2 and Chief, Military Personnel Division, CIA.

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7. Project 53-3, Publications (Training Bulletin). The subject of the first Training Bulletin is General Smith's remarks to the 8th Orientation Course. These remarks, in the form of questions and answers, have been edited and organized in logical order. The first Bulletin is now being prepared for the review and approval of the D/TR and the DD/TR(G). Coordination will be accomplished with I&SO on the level of security classification required and the range of distribution permitted within the Agency.
- 25X1 8. Project 53-10, Training Plan For the Office of Logistics. As a result of a request from the Executive Secretary of the Career Service Board, [redacted] of the newly created Office of Logistics was approached to inform him that the Office of Training was prepared to clarify current OTR programs and developmental plans in support of the training requirements of his Office. [redacted] referred me to [redacted] Chief, Administrative Staff, Office of Logistics, as the focal point in the absence of a TLO, to discuss the Office of Logistics training requirements. Two discussions were held, one to learn the nature of his Office's training problem, and the other to acquaint him specifically with OTR facilities for the production of training aids and related materials. As a result of these meetings, it was concluded that OTR would prepare a statement of the training problem of the Office of Logistics for consideration and approval of the D/TR, the DD/TR(G), and the DD/TR(S). Further action by OTR would be taken contingent upon such approval.
- 25X1 9. The following projects are in process:
- Project 52-55, CIA-State Exchange Training Program.
Project 52-71, Revision of CIA Regulation [redacted] 25X1
Project 53-1, CIA Regulation on Language Training.
Project 53-2, CIA Regulation on Training for Projected Duty Assignments.
Project 53-4, Revision of CIA Regulation [redacted] 25X1
Project 53-5, CIA Regulation on Clerical Training.
Project 53-7, CIA Regulation on Junior Officer Program.
10. Project 53-6, CIA Regulation on Management Training. Not yet underway.

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